

**OPERATIONAL BULLETIN: OPS-2011-01**

**TITLE: New Operational Bulletin process**

<b>Date of Issue:</b> 2011-04-07	<b>Mode(s) :</b> All	<b>Target Audience:</b> National	<b>Area of Interest:</b> All
-------------------------------------	-------------------------	-------------------------------------	---------------------------------

**Details:**

- This is the new operational bulletin template that will announce changes to policies and procedures that apply to BSOs and other operational staff.
- At present, only the Operations and Programs Branches at HQ will utilize this template.
- In most cases, HQ will draft the bulletins and provide a 48 hour review period before formally issuing the bulletin, requesting dissemination and uploading it to Atlas. For time sensitive issues, the bulletin will be issued and then amended if necessary.
- To ensure timely delivery and targeted messaging, the regional PPID will be responsible for disseminating the bulletins to the impacted operations.
- The bulletins will be placed on Atlas for all operational staff to access and for reference purposes.

**Actions required by Operational staff:**

- Read bulletins and become familiar with the new policy or procedural change.
- Use the bulletins index as a reference point for announced policy or procedural changes.

**Contact Information:**

- Horizontal Border Operations Unit, Port of Entry Operations, Operations Branch

Any questions regarding this bulletin should be directed to Stephanie Vance, Senior Program Advisor via email at [Stephanie.Vance@cbsa-asfc.gc.ca](mailto:Stephanie.Vance@cbsa-asfc.gc.ca) or phone 613-948-8576.

**Approved By:** Raymond Bédard

**Effective Date:** 2011-04-07

**Updated:**

Additional bulletins: